

VIRGINIA SCHOOL FOR THE DEAF, BLIND AND MULTI-DISABLED AT HAMPTON

Vacancy Announcement

ADMINISTRATIVE ASSISTANT II Clinical Services

Position#: 00010

OPEN DATE: 09/15/06

Hiring Range: (\$25,000.00 - \$28,000.00)

CLOSE DATE: Until Filled

The Virginia School for the Deaf, Blind, and Multi-Disabled is seeking an Administrative Assistant II to provide administrative duties for the Director of Clinical Services as well as general agency communications and support services in a school setting for students ages 2-22 with deafness, blindness and sensory impaired multiple disabilities.

Responsibilities Include:

- Compose documents and correspondence for the Director of Clinical Services signature, handles confidential correspondence and files
- Prepare and type memos, reports, letters, invoices and other correspondence
- Order supplies and reconciles department budget
- Maintain supervisor's and departmental calendar, schedules appointments and answers the telephone
- Prepare presentation materials and packets
- Attends meetings, training sessions and workshops as needed
- Perform and coordinate Medicaid Billing

Minimum Qualifications:

- High school diploma or GED required
- One year related experience as a Administrative Assistant or Office Manager preferred
- Proficiency with a variety of computer applications including MS Suite (Word, Access, Excel, and Publisher)
- Excellent technical writing abilities
- Proficiency in use of a variety of office equipment, proofreading for accuracy, content, grammar and standard English
- Ability to work harmoniously with a diversity of individuals both inside and outside of the agency
- Effective personal communications both in person and by telephone
- Current CPR and First Aid Certification is required, or must be obtained within 90 days of employment
- Proficiency or willingness to learn American Sign Language (ASL) in order to communicate with students, parents and other agency staff who are deaf

NOTE: A criminal history check will be required for final candidates

Physical Requirements:

- Light lifting, up to 20 pounds
- Standing, sitting, reaching, lifting, walking, bending, climbing, and repetitive motion

For consideration, submit State application form #10-012 to: The Virginia School for the Deaf, Blind and Multi-Disabled, Office of Human Resources, 700 Shell Road, Hampton, VA 23661. There is a five (5) day minimum posting requirement. For assistance call VOICE/TTD (757) 247-2050 or fax (757) 247-0208 or visit our website at www.vsdmbh.virginia.gov. Applications available on line at <http://jobs.state.va.us/eo-appl.htm>

EEO/AA/M/F/D